JOB HAZARD ANALYSIS (JHA)

Business name

Document: JHA-001 Rev 1
Prepared: Nov 9, 2026
Review by: Dec 9, 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Install a toilet, faucets or basin	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Plumbing

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Isolate water to the fixture and drain the lines	Stored energy Slips and trips	**Medium Unlikely / Serious injury**	1.1 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Elimination] 1.2 Lock out and tag all energy sources with personal locks. [Engineering (guarding)] 1.3 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 1.4 Test that the system is dead and nothing can move before you start. [Administrative] 1.5 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 1.6 Wear safety glasses and gloves. [PPE] 1.7 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 1.8 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 1.9 Slips and trips: see step 5 for the full controls [Administrative]	**Low Rare / Serious injury**	Site supervisor
2	Remove the old fixture, wearing gloves for waste contamination	Sewage and wastewater Lifting and carrying heavy loads Cuts from sharp edges	**High Likely / Recordable / lost time**	2.1 Flush and drain the line before opening it, and plan the job to avoid contact. [Elimination] 2.2 Use drain cameras, jetters and long-handled tools to keep hands out. [Engineering] 2.3 Cover cuts with waterproof dressings. Never eat, drink or smoke before washing. [Administrative] 2.4 Wash hands well and clean tools and boots after the job. [Administrative] 2.5 Keep vaccinations such as tetanus and hepatitis A up to date, on medical advice. [Administrative] 2.6 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 2.7 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution]	**Medium Unlikely / Recordable / lost time**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.8 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.9 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.10 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 2.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 2.12 Use knives with retractable or self-retracting blades. [Engineering] 2.13 Cut away from your body and keep your other hand clear. [Administrative] 2.14 Put used blades in a blade bin or sharps container. [Administrative] 2.15 Use two people to handle large sheets of metal or glass. [Administrative]		
3	Drill fixings into tiles with the right bit and glasses on	Injury from power tools Eye injuries Glass handling and breakage Rules: 29 CFR 1926 Subpart I	**High** **Possible /** **Serious injury**	3.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.5 No loose clothing, jewelry or long hair near spinning parts. [Administrative] 3.6 Use tool guards and screens to stop flying particles. [Engineering] 3.7 Use dust extraction and water to keep dust out of the air. [Engineering] 3.8 Keep others out of the area when cutting, grinding or chipping. [Administrative] 3.9 Keep an eye wash station or eye wash bottles on site. [Administrative] 3.10 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE] 3.11 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 3.12 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 3.13 Use two or more people for large panes, and clear the carry route first. [Administrative] 3.14 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 3.15 Clean up broken glass straight away into a marked container. [Administrative]	**Medium** **Unlikely /** **Serious injury**	Site supervisor
4	Fit and connect the new fixture, kneeling on pads	Lifting and carrying heavy loads Repetitive work and awkward	**High** **Likely /**	4.1 Rotate tasks and take breaks on long lifting jobs. [Administrative]	**Medium** **Unlikely /**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		postures	**Recordable / lost time**	4.2 Wear gloves for grip and safety boots to protect your feet. [PPE] 4.3 Lifting and carrying heavy loads: see step 2 for the full controls [Administrative] 4.4 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitution] 4.5 Set work up at waist height on benches or trestles where you can. [Engineering] 4.6 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.7 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.8 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.9 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Recordable / lost time**	
5	Turn water on, check for leaks and clean up	Slips and trips Poor housekeeping and waste	**Medium Likely / Minor injury**	5.1 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 5.2 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 5.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 5.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 5.5 Keep work areas, stairs and access paths well lit. [Administrative] 5.6 Wear safety boots with good grip, laced up. [PPE] 5.7 Order materials to size and send packaging back where you can. [Elimination] 5.8 Put dumpsters and waste chutes close to the work. [Engineering] 5.9 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.10 Keep exits, stairs and walkways clear at all times. [Administrative] 5.11 Stack materials neatly on level ground, away from edges. [Administrative] 5.12 Wear gloves when handling waste. [PPE]	**Low Unlikely / Minor injury**	Site supervisor

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Critical. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of controls: Elimination, Substitution, Engineering (guarding), Engineering, Administrative, PPE.

3. PPE AND PERMITS

Required PPE	Permits and plans
Safety-toe boots (ASTM F2413)	Lockout/tagout (1926.417)

Required PPE	Permits and plans
Work gloves Safety glasses (ANSI Z87.1) Knee pads Chemical-resistant gloves Safety goggles (ANSI Z87.1) Face shield (ANSI Z87.1) Coveralls Cut-resistant gloves Hearing protection (earmuffs or plugs)	

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Hand tools					
Power drill		Visual check of cord, plug and guards before each day's use; if you run an assured equipment grounding program instead of GFCIs, test every 3 months (29 CFR 1926.404(b)(1))			

5. CREW TRAINING AND CERTIFICATIONS

Crew listed at sign-on below, with ticket and licence numbers.

6. EMERGENCY ARRANGEMENTS

Emergency number	911	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance.
Reporting incidents	Report a fatality to OSHA within 8 hours, and an in-patient hospitalization, amputation or eye loss within 24 hours.		

7. MONITORING, REVIEW AND LEGAL BASIS

A competent person inspects the job site, materials and equipment before work each day and as conditions change (29 CFR 1926.20(b)(2)). Any time this JHA is revised, the affected crew is re-briefed and signs again.

Legal basis: OSH Act Section 5(a)(1) and 29 CFR 1926, Safety and Health Regulations for Construction (incl. 1926.20 and 1926.21). OSHA requires employers to find and fix hazards and to train workers on them. A JHA breaks the job into steps, lists the hazards in each step and the controls that protect the crew. General contractors often require one before you start.

Keep this JHA on site during the job, and keep it with the training and inspection records for at least 1 year after the job (longer if your state plan or general contractor requires it). OSHA does not set a retention period for JHAs themselves.

8. REVISION HISTORY

Rev	Date	By	What changed
1	Nov 9, 2026		First issue

9. SIGN-OFF

	Name	Signature	Date	
Prepared by				
Supervisor				
General contractor review				Accepted for use: Yes / No

By signing below, each crew member confirms they were trained on the hazards and controls in this JHA before work started, and will follow it. Stop work and tell the supervisor if conditions change.

Name	Role / company	Tickets / licences	Signature	Date

Name	Role / company	Tickets / licences	Signature	Date